

Special Meeting/Clerk of Court Office Tour - August 30, 2016

The Randolph County Board of Commissioners met at 10:00 a.m. for a duly advertised special meeting in the Clerk of Courts office of the Randolph County Courthouse, 176 E Salisbury Street, Asheboro, NC for a tour of the Clerk of Court's offices and to hear suggestions for expansion of the Clerk's office area. Commissioners Kemp, Haywood, Lanier, and Allen were present. Chairman Frye was absent. Also present were County Manager Hal Johnson, Finance Officer Will Massie and Amanda Varner, Clerk to the Board; members of the County's Facilities Committee: James Chriscoe, Robert Cross, Paxton Arthurs and Cathryn Davis; and from the Sheriff's Office: Sheriff Robert Graves, Major Chris Maness and Captain Jeremy Lanier.

Vice Chairman Kemp called the meeting to order for the County.

Clerk of Court Pam Hill introduced Diana Brown, Richard Haynes, and Derrick Allred from the different divisions of her office prior to the tour.

Ms. Hill requested the meeting in order to show the Board what she stated as a "more cost effective plan involving expansion" of the Clerk's office. During the tour she and her staff discussed the General Statutes and retention schedule in relation to which files must be kept and where. This is the reason files are taking up a large part of the area on the second floor and additional rooms on other floors. Most of the files and evidence can never be destroyed and have to remain onsite and maintained as paper files. Some files can be housed securely offsite and others can be converted to microfilm after a set time. Ms. Hill said the rail collapsible filing system that the architects suggested during their evaluation would be a huge help.

Another issue Ms. Hill discussed is the need for privacy. State law mandates private areas for interviews and discussions and citizens sometimes desire a private area to review estate records. They do not have enough offices for division managers and currently share if a personnel issue needs to be addressed.

Ms. Hill suggested opening the wall to the lobby of the second floor to allow more area and access to the reception and cashier counters. Vice Chairman Kemp asked if it was a load bearing wall and Ms. Hill was unsure. Ms. Hill is also concerned about the safety aspects of the current arrangement. She would like to add a couple of offices in the lobby area to allow an employee to meet with a citizen without allowing access behind the security doors into the department. This would also increase the protection of the files.

Ms. Hill continued her tour on the third floor of the original annex where a portion of Community Services/Probation and Parole are currently located. She said the Department of Public Safety is leasing space on the corridor but may be moving to another office located in Dublin Square along Salisbury Street. She said if she could move the Estates division and Juvenile Services to that whole section of the third floor area, it should accommodate the Clerk's office for at least ten years. This would leave the current second floor space for reconfiguring the Civil and Criminal divisions and Bookkeeping Department.

No action was taken during this tour.

Adjournment

At 10:55 a.m., on motion by Allen, seconded by Kemp, the Board adjourned.

Phil Kemp, Vice Chair

Stan Haywood

Arnold Lanier

David Allen

Amanda Varner, Clerk to the Board